

Using PALS for Pay Now

September 2016

The Pay Now feature allows you to use a credit card to pay for any PALS report with a “payment pending” status.

How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).

The screenshot shows the website of the North Carolina Department of Agriculture & Consumer Services. The header includes the department's logo, name, a Google Custom Search bar, and a 'JOBS' link. A navigation bar contains links for Home, Programs, Services, Divisions, Newsroom, and Contact. The main content area is titled 'Agronomic Services' and features a photograph of a building. To the left of the main content is a sidebar with 'Agronomic Services Highlights' including links to a newsletter, fertility manual, sample submission, fees, shipping labels, and soil testing fee. To the right is a 'Browse Division' sidebar with links to 'About the Division', 'Find Your Report (PALS)' (circled in red), 'Field Services', 'Nematode Assay', 'Plant Tissue Analysis', 'Soil Testing', 'Soilless Media Analysis', 'Solution Analysis', 'Waste/Compost Analysis', 'Agrotips', 'News Releases', and 'Publications'. Below the main title, there is a PALS logo and a list of links: 'How to Use the Report Search Utility', 'Submit Soil & Nematode Samples Online', 'Manage My PALS Account', 'View My Report on PALS', and 'Pay for My Report on PALS'.

North Carolina Department of Agriculture & Consumer Services

Google Custom Search

JOBS

Home Programs Services Divisions Newsroom Contact

Agronomic Services

Agronomic Services Highlights

- [Agronomic Lab Newsletter](#)
- [Strawberry Fertility Manual](#)
- [Submitting Samples for Problem Diagnosis](#)
- [Fees & Sample Forms](#)
- [Bar-code Shipping Labels](#)
- [Peak-season Soil Testing Fee](#)
- [Dec. 1, 2016 - March 31, 2107](#)
- [Expedited Shippers for Sale](#)

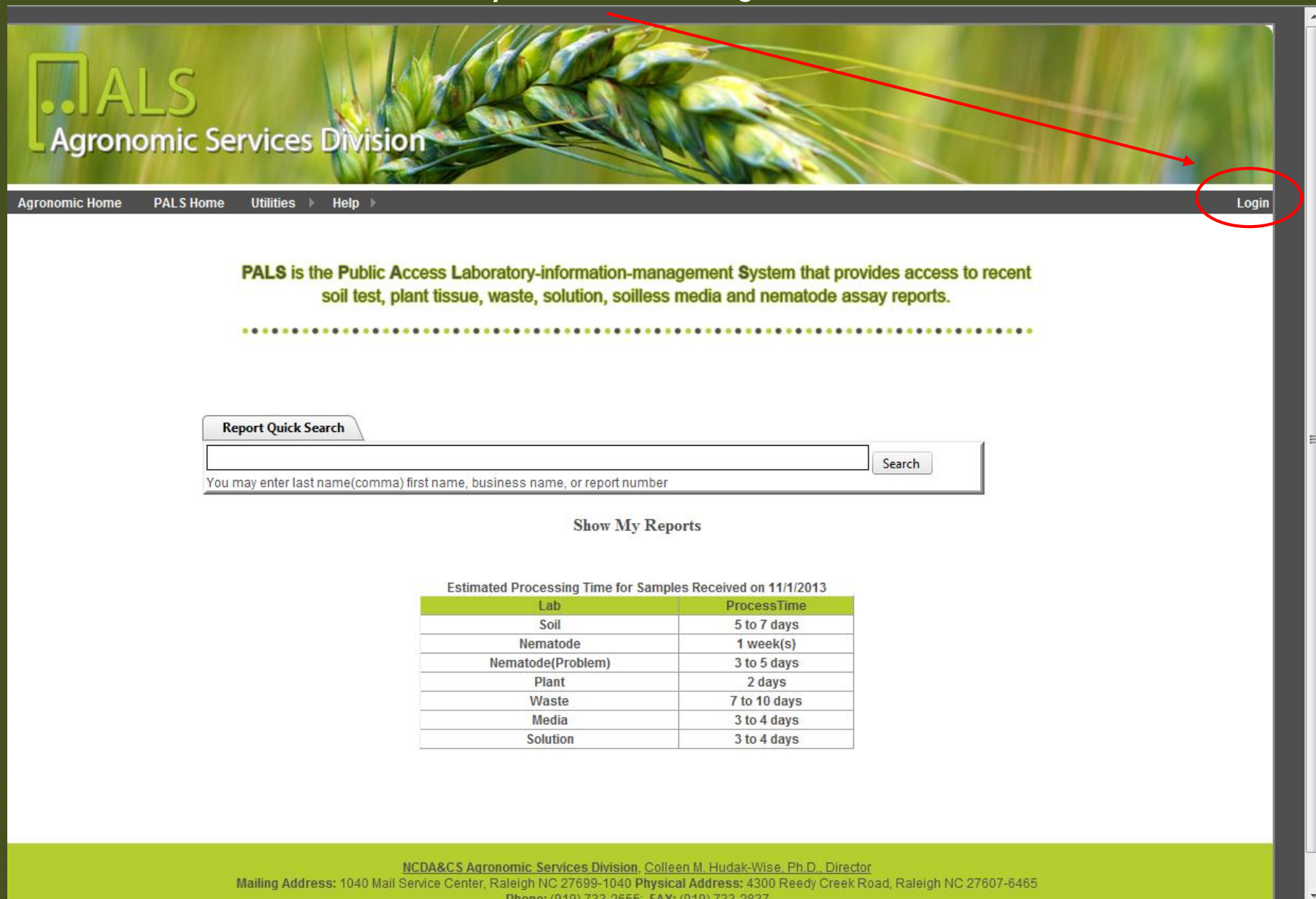
Browse Division

- [About the Division](#)
- [Find Your Report \(PALS\)](#)
- [Field Services](#)
- [Nematode Assay](#)
- [Plant Tissue Analysis](#)
- [Soil Testing](#)
- [Soilless Media Analysis](#)
- [Solution Analysis](#)
- [Waste/Compost Analysis](#)
- [Agrotips](#)
- [News Releases](#)
- [Publications](#)

PALS

- [How to Use the Report Search Utility](#)
- [Submit Soil & Nematode Samples Online](#)
- [Manage My PALS Account](#)
- [View My Report on PALS](#)
- [Pay for My Report on PALS](#)

If you want to pay for samples using a credit card,
then you need to log in.



PALS
Agronomic Services Division

Agronomic Home PALS Home Utilities Help **Login**

PALS is the Public Access Laboratory-information-management System that provides access to recent soil test, plant tissue, waste, solution, soilless media and nematode assay reports.

.....

Report Quick Search

Search

You may enter last name(comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

NCD&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655 FAX: (919) 733-2837

Login

Log In

Email Address:

Password:

Log In

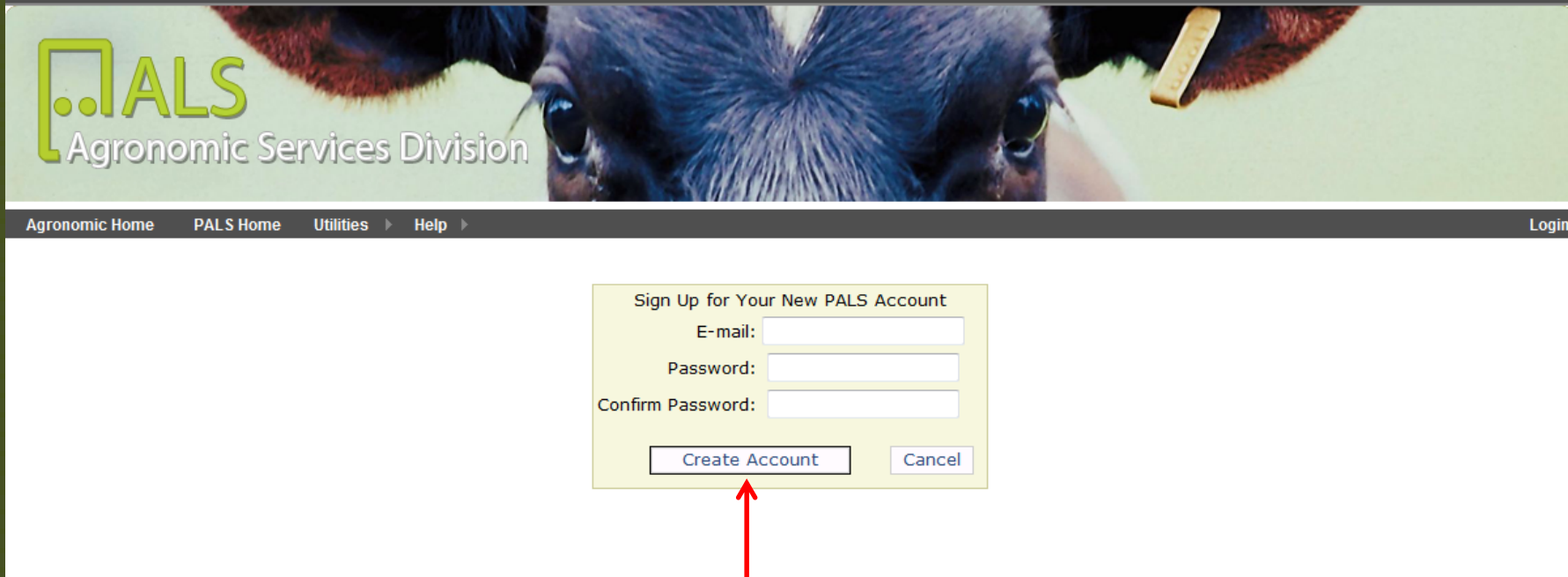
Don't have an account? Create one!

[Forgot Your Password?](#)

To set up a new account, click here. →

For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in**.

This is the screen that you would use to create a new PALS account.



The screenshot shows the PALS Agronomic Services Division website. The header includes the PALS logo and navigation links: Agronomic Home, PALS Home, Utilities, and Help. A 'Login' link is also present. The main content area displays a form titled 'Sign Up for Your New PALS Account'. The form contains three input fields: 'E-mail:', 'Password:', and 'Confirm Password:'. Below these fields are two buttons: 'Create Account' and 'Cancel'. A red arrow points to the 'Create Account' button.

Anyone can create a PALS account if they have a valid e-mail address.

This is the screen that you will see after
your PALS account has been created.



[Agronomic Home](#)

[PALS Home](#)

[Utilities](#)

[Help](#)

[Login](#)

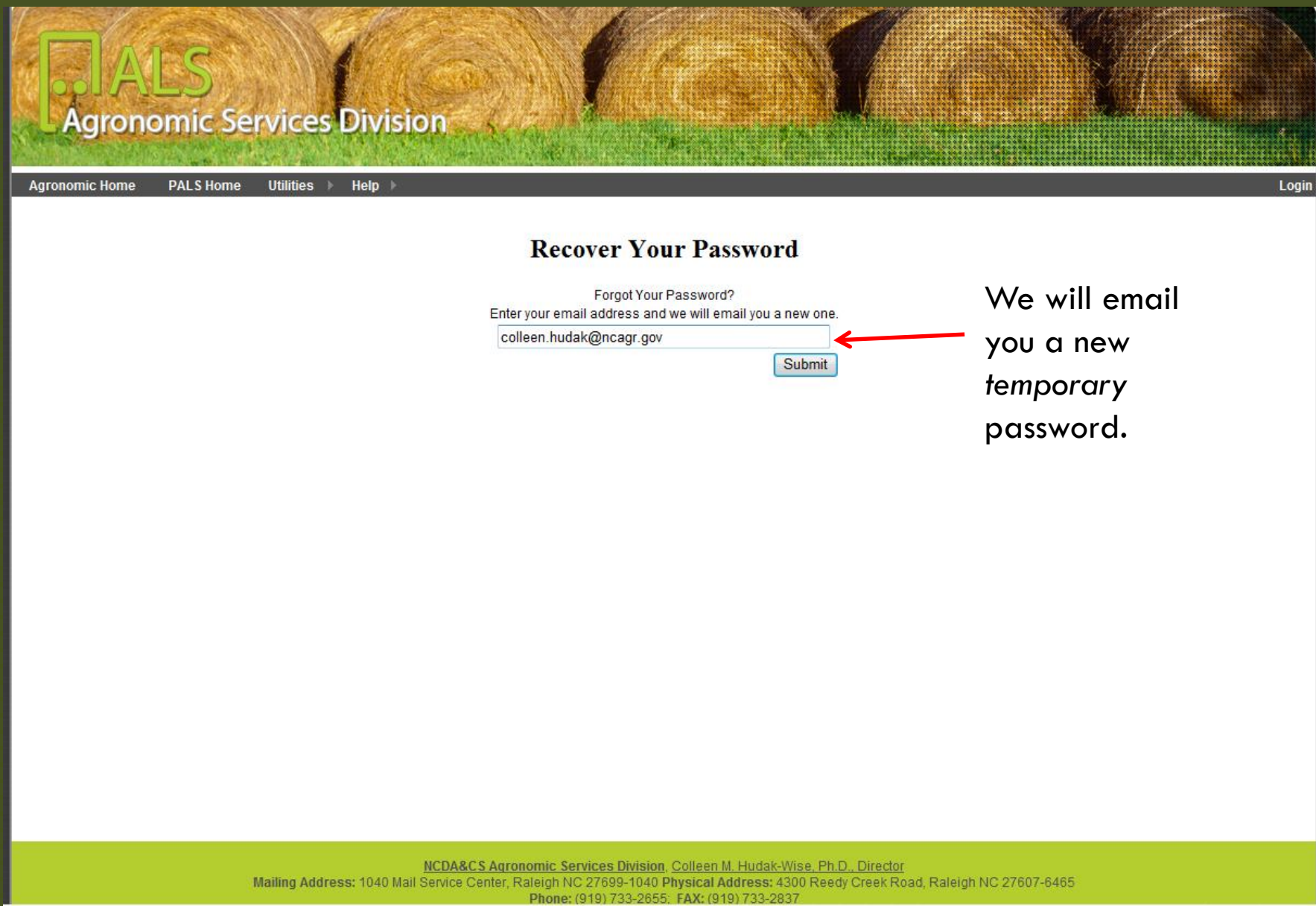
Complete

Your account has been created, but before you can login you must first verify your email address. A message has been sent to the email address you specified. Please check your email inbox and follow the instructions in that email to verify your account.

[Continue](#)

You're not done. You still need to go to your email to
activate your account.

This is the screen that you should use if you forgot your password.



The screenshot shows a web page for the ALS Agronomic Services Division. The header features a banner with hay bales and the ALS logo. Below the banner is a navigation bar with links: Agronomic Home, PALS Home, Utilities, Help, and a Login link. The main content area is titled "Recover Your Password" and contains a form for password recovery. The form includes a text input field with the email address "colleen.hudak@ncagr.gov" and a "Submit" button. A red arrow points from the text "We will email you a new temporary password." to the email input field. The footer contains contact information for the NCD&CS Agronomic Services Division, including the name of the director, mailing address, phone, and fax numbers.

ALS
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

Recover Your Password

Forgot Your Password?
Enter your email address and we will email you a new one.

We will email
you a new
temporary
password.

NCD&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; FAX: (919) 733-2837

After you have successfully logged in, you will need to locate your reports.

The screenshot shows the PALS Agronomic Services Division website. At the top, there is a navigation bar with links for Safety, Tools, and Help. Below this is a header banner with the PALS logo and the text "Agronomic Services Division". To the right of the banner, a user is logged in, with a welcome message and a [Logout] link. The main content area features a description of PALS as a Public Access Laboratory-information-management System. Below this is a "Report Quick Search" form with a search button. A red arrow points from the text "Click here." to the "Show My Reports" link. Below the link is a table titled "Estimated Processing Time for Samples Received on 9/26/2016" with columns for Lab and ProcessTime. The footer contains contact information for the NCDA&CS Agronomic Services Division.

PALS
Agronomic Services Division

Agronomic Home PALS Home Utilities Help

Welcome back,
colleen.hudak@ncagr.gov ~~~~~ [Logout]
CustomerID: 290840

PALS is the **Public Access Laboratory-information-management System** that provides access to recent soil test, plant tissue, waste, solution, soilless media and nematode assay reports.

Report Quick Search

You may enter last name(comma) first name, business name, or report number

Search

[Show My Reports](#)

Click here.

Lab	ProcessTime
Soil	2 Weeks
Nematode	1 weeks
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; FAX: (919) 733-2837

This page is called My Reports page.

Reports with a status of **Pay Now** are completed but cannot be released until payment has been received.

Click on the Pay Now link to pay for a report.

You may enter last name(comma) first name, business name, or report number

Client

Advisor


From: 2016 To: 2017
 [Download Selected](#)
[Pay Selected](#)

<input type="checkbox"/> Select All	Client	Report	Lab	Report Type	Report Status	Status Date	Farm ID	Number of Samples	PDF File	Spreadsheet
<input type="checkbox"/>		S000183	Solution	Predictive	Pay Now	2016/09/26		5	Unavailable	Unavailable
<input type="checkbox"/>		P000535	Plant	Predictive	Pay Now	2016/09/26		5	Unavailable	Unavailable
<input type="checkbox"/>		M000050	Media	Predictive	Pay Now	2016/09/26		3	Unavailable	Unavailable
<input type="checkbox"/>		S1005638	Soil	Predictive	Under Review	2016/09/23		3	Unavailable	Unavailable
<input type="checkbox"/>		P000516	Plant	Predictive	Pay Now	2016/09/20		19	Unavailable	Unavailable
<input type="checkbox"/>		M000047	Media	Predictive	Pay Now	2016/09/20		14	Unavailable	Unavailable
<input type="checkbox"/>		S000165	Solution	Predictive	Pay Now	2016/09/19		5	Unavailable	Unavailable
<input type="checkbox"/>		P000506	Plant	Predictive	Pay Now	2016/09/19		4	Unavailable	Unavailable
<input type="checkbox"/>		M000045	Media	Predictive	Pay Now	2016/09/19		2	Unavailable	Unavailable
<input type="checkbox"/>		P000505	Plant	Predictive	Pay Now	2016/09/16		1	Unavailable	Unavailable
<input type="checkbox"/>		M000044	Media	Predictive	Pay Now	2016/09/16		1	Unavailable	Unavailable
<input type="checkbox"/>		S000130	Solution	Predictive	Released	2016/09/14		5	New Report !	Download Data
<input type="checkbox"/>		M000040	Media	Predictive	Released	2016/09/14		6	New Report !	Download Data
<input type="checkbox"/>		P000463	Plant	Predictive	Released	2016/09/12		9	View Report	Download Data
<input type="checkbox"/>		M000038	Media	Predictive	Released	2016/09/12		3	View Report	Download Data
<input type="checkbox"/>		S000124	Solution	Predictive	Released	2016/09/07		10	View Report	Download Data
<input type="checkbox"/>		S000109	Solution	Predictive	Released	2016/09/07		5	View Report	Download Data
<input type="checkbox"/>		P000440	Plant	Predictive	Released	2016/09/07		4	View Report	Download Data
<input type="checkbox"/>		P000415	Plant	Predictive	Released	2016/09/07		5	View Report	Download Data

Caution. If you've already submitted payment or plan to use an escrow account, do not click on Pay Now. Also, Pay Now can't be used to make partial-payments on a report.

This page is called My Pay Now Cart.

Tools ? ND NC



Agronomic Home PALS Home Utilities Help

Welcome back,
colleen.hudak@ncagr.gov [Logout]
CustomerID: 290840

PAY NOW CART

Warning: If you are trying to pay for a report that you have already paid for and is still in a Pay Now status, please call the Agronomic Division (919) 733 - 2655

Click here to remove a report

	ReportNumber	Grower	Report_Type	Sample_Count	ReportID	Total
Remove	S000183		Solution - Predictive	5	1074311	25.00
Remove	P000535		Plant - Predictive	5	1074316	35.00

Select Another Report to Pay

Grand Total: \$60.00

☒ Pay with Credit Card

Pay Now

Multiple reports can be paid for at one time.

Click here to add another report.

Review for accuracy and then click Pay Now

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 4040 Mail Service Center, Raleigh, NC 27609-4040, Phone/Fax Address: 4900 Roney Creek Road, Raleigh, NC 27607-5455

You are redirected to a secure credit card payment site called PayPoint.


Soil

Payment Method

* Indicates required field

Choose method of payment

☒ **Pay by credit card**



If you have questions, call us at 919-733-2655.

[Privacy Statement](#) | [Disclaimer](#)

[Contact Us](#) | [About Us](#) | [NCDA&CS Home](#)

All trademarks, service marks and trade names used in this material are the property of their respective owners.

Powered by PayPoint®

To proceed with credit card payment, click on **Next**.

The billing address and the payment amount should be pre-populated based on information that you have already provided.

Indicates required field

Billing Address

*First Name: Colleen
M.I.:
*Last Name: Hudak-Wise
Street Line 1: 1009 Sawmill Rd
Street Line 2:
City: Raleigh
State: North Carolina
Zip: 27615
Phone: (919) 673-4097
E-Mail: colleen.hudak@ncagr.gov

Payment Details

*Payment Amount: 48.00 USD

Payment Method

*Name on Card: Colleen Hudak-Wise
*Card Number: 5233272716340016
*Expiration Date: * Month 04 * Year 2015
D1I2K
* Enter the above code: D1I2K
[Can't read? Try a different code.](#)

[Back](#) [Next](#) [Exit](#)

Your credit card information will not be saved by PALS.

1. Fill out this information on Payment Method.


2. Click on **Next** to proceed with payment.

If you have questions, call us at 919-733-2655.

[Privacy Statement](#) | [Disclaimer](#) [Contact Us](#) | [About Us](#) | [NCDA&CS Home](#)



Payment Review

Address
Billing Address: Colleen Hudak-Wise 1009 Sawmill Rd Raleigh, NC 27615 (919) 673-4097 colleen.hudak@ncagr.gov
Payment Method
Credit Card  Colleen Hudak-Wise x0016 04/15
Payment Amount
Amount: 48.00 USD
Total: 48.00 USD
Back Pay Now Exit

Verify information is correct, then
click **Pay Now**.



If you have questions, call us at 919-733-2655.



[Privacy Statement](#) | [Disclaimer](#)

[Contact Us](#) | [About Us](#) | [NCDA&CS Home](#)

All trademarks, service marks and trade names used in this material are the property of their respective owners.

Powered by PayPoint®

This is the PALS confirmation page for your Pay Now transaction.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,
colleen.hudak@ncagr.gov [[Logout](#)]
CustomerID: 290840

Reports paid for and their fees

Amount Due: \$10.00
Amount Paid: \$10.00
Confirmation Number: 16092703044972

Thank You for using PayNow!

If your sample information form does not automatically open,
then please check your pop-up blocker and click the link below.

Your Reports

Report: P000183 - FiscalYear: 2017 - Total Fee: \$10.00 - Sample Count: 2 - Grower Colleen Hudak-Wise
-- [View Report](#) -- 5837

A receipt has been sent to you by your email address:
colleen.hudak@ncagr.gov

[NCD&CS Agronomic Services Division](#), Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; FAX: (919) 733-2837

You will also receive an e-mail from us.

* * * * *

PLEASE DO NOT REPLY TO THIS E-MAIL.

If you reply to this e-mail, your reply will *NOT* be read.

Instead, please contact the NCDA&CS Agronomic Division at 919-733-2655 if you have questions.

* * * * *

- Your transaction has been paid for.
- Reports in this Transaction:
- Report: P000183 – Fiscal Year: 2017 - Total Fee: \$10.00 - Sample Count: 2 - Grower: Colleen Hudak-Wise
- The Total Amount for Transaction 5837 is:
- \$10.00
- Confirmation Number for Transaction 5837 is:
- 16092703044972
- Please refer to <http://www.ncagr.gov/agronomi/PALS/Pages/Utilities/myPayNow.aspx> in PALS for details on your reports.
- If you need to see your confirmation page again, please use the following Link.
<http://agralpha/PALS/pages/Utilities/OnlineSubmission/Confirmation.aspx?pt=5837>
- Thank you for using PALS.

To find a record of all your Pay Now transactions,
go back to the PALS homepage.



Agronomic Home PALS Home Utilities Help

Welcome back, colleen.hudak@ncagr.gov [Logout] CustomerID: 290840

Submit Sample Information
Change Crops on My Report
Customer Utilities

PALS is the Public Access
soil test, plant

Update Customer Account
Change My Password
My Submissions Cart
My Pay Now Cart
My Submissions
My PayNow
My Reports

Management System that provides access to recent
oilless media and nematode assay reports.

Click on My
Pay Now
from the
Customer
Utilities
drop down
menu.

Report Quick Search



You may enter last name(comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 9/27/2016

Lab	ProcessTime
Soil	2 Weeks
Nematode	1 weeks
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

This page lists your Pay Now transactions.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,
colleen.hudak@ncagr.gov ~~~~~ [[Logout](#)]
CustomerID: 290840

My PayNow

[Download CSV](#)

Report Number	Pay Now ID	LAB	Report Type	Paid	Customer	Sampling Farm	County	Sample Count	Total Fee
P001640	1	Plant	Diagnostic	Paid			Pender	1	5.0000
W004009	2	Waste	Predictive	Paid			Wake	1	8.0000
SL025136	842	Soil	Predictive	Paid			Catawba	1	4.0000
P000183	1431	Plant	Diagnostic	Paid			Wake	2	10.0000

Note. Reports remaining in a
“payment pending” status will not
be listed in on this page.

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655, FAX: (919) 733-2837



Thank You!

If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.